

**IDAHO BOARD OF SOCIAL WORK EXAMINERS**  
**Bureau of Occupational Licenses**  
700 West State Street, P.O. Box 83720  
Boise, ID 83720-0063

**Board Meeting Minutes of 4/23/2019**

**BOARD MEMBERS PRESENT:** Lynnet R Keeley - Chair  
Robert Payne  
Virginia K Dickman  
Dr. Donna Lynn Hatch  
Dr. Eleanor P Downey  
Dr. Joan M Cloonan

**BUREAU STAFF:** Kelley Packer, Bureau Chief  
Dawn Hall, Deputy Bureau Chief  
Julie Eavenson, Administrative Support Manager  
Lori Peel, Investigative Unit Manager  
Nicolas Krema, General Counsel  
Rob McQuade, Legal Counsel  
Deborah Sexton, Management Assistant

**OTHERS PRESENT:** Delmar Stone, Executive Director – NASW  
Chelsea Hebert

The meeting was called to order at 9:00 AM MDT by Lynnet R Keeley.

**INTRODUCTIONS**

Ms. Packer introduced Nicolas Krema to members of the Board. Mr. Krema will be general counsel to the Board.

**APPROVAL OF MINUTES**

Ms. Dickman made a motion to approve the minutes of January 22, 2019 as amended. It was seconded by Dr. Hatch. Motion carried.

**DISCIPLINE**

Ms. Uranga presented a memorandum regarding case number SWO-2018-26. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Nelson presented a memorandum regarding case numbers SWO-2019-6, SWO-2019-11 and SWO-2019-2. After discussion, the Board gave recommendations for appropriate discipline.

Mr. Payne made a motion to close case number SWO-2019-9 with an advisory letter. It was seconded by Dr. Cloonan. Motion carried.

Ms. Dickman made a motion to close case number SWO-2019-10 with an advisory letter. It was seconded by Mr. Payne. Motion carried.

## **LEGISLATIVE REPORT**

Ms. Packer presented a legislative update. She explained the changes which will be made to the Board's applications and website for applicants who are active duty military, veterans, and their spouses as a result of H248 being signed into law. She updated the Board on the status of its administrative rules and the procedure by which those will remain in effect after June 30.

Mr. McQuade updated the Board on the Red Tape Reduction Act and the Bureau's process to review each Board's rules over the next two years.

## **FINANCIAL REPORT**

Ms. Hall gave the financial report, which indicated that the Board had a cash balance of \$182,481.04 as of 3/31/2019.

## **TRAVEL POLICY**

Ms. Eavenson reviewed the state travel policy with the Board.

## **BOARD APPOINTMENTS**

Ms. Eavenson covered the Board member appointment process and the need to submit a new application if a person is seeking reappointment.

## **INVESTIGATIVE REPORT**

Ms. Peel gave the investigative report, which is linked above.

## **FOR BOARD DETERMINATION**

Mr. Payne made a motion to approve the Bureau's recommendation and authorize closure in the following cases:

I-SWO-2018-13  
I-SWO-2018-31  
I-SWO-2018-42 & 48  
I-SWO-2018-50  
I-SWO-2018-52

It was seconded by Ms. Dickman. Motion carried.

The Board reviewed the following reports:

SWO-2014-25  
SWO-2017-19  
SWO-2017-18

Dr. Downey made a motion to release Vicky Diaz from probation on May 17, 2019 in regard to case # SWO-2014-25. It was seconded by Ms. Dickman. Motion carried.

Mr. Payne made a motion to release Jay Dexter from probation in regard to case # SWO-2017-18. It was seconded by Dr. Downey. Motion carried.

Ms. Peel presented a Findings of Fact, Conclusions of Law and Final Order in case # SWO-2019-12. Dr. Downey made a motion to approve the Final Order and allow the Board Chair to sign on behalf of the Board. It was seconded by Dr. Cloonan. Motion carried.

## **RECONSIDERATION PROCESS**

Mr. Crema discussed the reconsideration process with the Board. Mr. Payne made a motion to delegate the Chairman to review requests for reconsideration and to appoint a designee in their absence. It was seconded by Dr. Cloonan. Motion carried.

## **OLD BUSINESS**

The Board reviewed the To Do List. Dr. Cloonan made a motion to allow the Board's legal counsel to sign default orders. It was seconded by Mr. Payne. Motion carried.

Dr. Downey gave an update on the disciplinary sanctions guidelines and will develop a list of disciplinary actions by statute and regulation. She will also develop a check list of points that need to be addressed in considering complaints and determining action.

## **NEW BUSINESS**

Dr. Downey made a motion to approve expenses for a rental car for Mr. Payne from the January 22, 2019 meeting. It was seconded by Ms. Dickman. Motion carried.

## **BUDGET REQUEST FORM**

The Board reviewed the 2021 Board budget request form. The Board discussed sending two Board members to the Association of Social Work Boards (ASWB) spring meeting, and one Board member and one staff member to the fall meeting.

## **APPLICATIONS**

The Board reviewed an updated draft of the application for licensure. Mr. Payne made a motion to approve the application. It was seconded by Dr. Hatch. Motion carried.

The Board discussed the final supervision report form. Dr. Hatch made a motion to update the application with the changes requested by the Board. It was seconded by Dr. Downey. Motion carried.

## **EXECUTIVE SESSION**

Ms. Dickman made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the executive session was to consider license application materials. It was seconded by Dr. Downey. The vote was: Dr. Hatch, aye; Ms. Keeley, aye; Ms. Dickman, aye; Dr. Downey, aye; Dr. Cloonan, aye; and Mr. Payne, aye. Motion carried.

Mr. Payne made a motion to come out of executive session. It was seconded by Dr. Cloonan. The vote was: Dr. Hatch, aye; Ms. Keeley, aye; Ms. Dickman, aye; Dr. Downey, aye; Dr. Cloonan, aye; and Mr. Payne, aye. Motion carried.

## **APPLICATIONS**

Ms. Dickman made a motion to approve the following for licensure:

Chelsea Hebert, LCSW- 38583

It was seconded by Dr. Downey. Motion carried.

Ms. Dickman made a motion to deny Tiffany Redden due to not meeting Idaho Code 54-3206 which requires a baccalaureate degree in social work from a college or university approved by the Board. It was seconded by Dr. Hatch. Motion carried.

Ms. Dickman made a motion to approve the following for licensure based on Idaho Code 67-2614:

Julie Stillman, LSW- 38584

It was seconded by Dr. Downey. Motion carried.

Ms. Dickman made a motion to approve applicant # 901148171 for clinical exam. It was seconded by Mr. Payne. Motion carried.

Ms. Dickman made a motion to table applicant # 901059171 for further information. It was seconded by Dr. Cloonan. Motion carried.

Ms. Dickman made a motion to approve applicant # 901166176 for the baccalaureate exam. It was seconded by Dr. Cloonan. Motion carried.

Ms. Dickman made a motion to approve applicant # 901165677 for the baccalaureate exam. It was seconded by Dr. Cloonan. Dr. Hatch recused herself. Motion carried.

The Board reviewed two amendments to previously approved supervision plans. Both amendments requested approval for a face-to-face setting by a secure live electronic connection between supervisor and supervisee in lieu of an in-person setting. Ms. Dickman made a motion to table these requests until applicant # 901151901 and applicant # 901156883 could submit new plans with specific details about the secure setting for the Board to review. It was seconded by Dr. Cloonan. Motion carried.

Dr. Downey made a motion to deny a supervision plan for David Ejchorszt due to it not meeting the requirement for clinical work as outlined in Rule 201.03. It was seconded by Mr. Payne. Motion carried.

Mr. Payne made a motion to deny a supervision plan for Wendy Schulz due to it not meeting the requirement for clinical work as outlined in Rule 201.03. It was seconded by Dr. Downey. Motion carried.

Ms. Dickman tabled the request from applicant # 901149768 for further information. It was seconded by Dr. Downey. Motion carried.

## **CORRESPONDENCE**

The Board reviewed correspondence from Kelly Howell regarding receiving supervision in Australia. Dr. Downey made a motion to send a letter directing Ms. Howell to Rule 210 which outlines the requirements to obtain supervision. It was seconded by Ms. Dickman. Motion carried.

The Board reviewed correspondence from Erin Garner regarding the timeframe in which supervision needs to be completed. Dr. Downey made a motion to send a letter directing Ms. Garner to Rule 210.03.b. It was seconded by Ms. Dickman. Motion carried.

The Board reviewed correspondence from Patrece Meza regarding the liability when providing supervision. Dr. Downey made a motion to request legal counsel draft a letter for the Chair to review and sign, notifying Ms. Moody-Meza that the Board does not provide legal advice. It was seconded by Ms. Dickman. Motion carried.

## **Association of Social Work Boards (ASWB)**

Dr. Hatch and Mr. Payne gave a brief update on the ASWB conference they attended April 11, 2019.

**NEXT MEETING** was scheduled for July 23, 2019 at 9:00 MDT.

## ADJOURNMENT

Ms. Dickman made a motion to adjourn the meeting at 4:43 AM MDT. It was seconded by Dr. Hatch. Motion carried.

---

Lynnet R Keeley, Chair

---

Robert Payne

---

Virginia K Dickman

---

Dr. Donna Lynn Hatch

---

Dr. Eleanor P Downey

---

Dr. Joan M Cloonan

---

Kelley Packer, Bureau Chief